

MOUNTAIN VALLEYS HEALTH CENTERS

JOB DESCRIPTION

POSITION: DENTAL ASSISTANT (Non-Exempt)

REPORTS TO: Dentist

AREAS OF RESPONSIBILITY: The Dental Assistant provides dental support for the dental providers.

QUALIFICATIONS: High school diploma. Certified in California to take dental x-rays. Must be able to work in a fast paced environment, prioritizing to maintain optimum dental office flow maintaining patient confidentiality, and be flexible to meet the needs of patients and co-workers, using discretion and good judgment. Must maintain confidentiality relating to Mountain Valleys Health Centers' personnel and information that could result in proprietary damage to MVHC. Must possess current valid California or Oregon drivers license and auto liability insurance.

REQUIREMENTS AFTER HIRE:

Obtain current CPR card.

Clean and appropriate business attire.

Obtain dental x-ray license after 3 months.

DUTIES AND RESPONSIBILITIES: Prepare dental clinic for operational readiness. Clean and sterilize instruments, lubricate headpieces, ensure asepsis, and ensure adequate supplies are in each operatory and that supplies are orderly.

Review appointment schedule and set up patient room appropriately for scheduled procedure. Greet and escort patient to treatment area making him/her feel at ease and as comfortable as possible. Drape patient and assist Doctor at chair side during procedure. Accept delegation of only those duties that lie within personal skill level performing independent tasks, under Dentist supervision and OSHA requirements. See OSHA review.

- Oral inspection and charting
- Take impressions, prepare models
- Expose and process radiographs
- Give instruction in oral hygiene
- Apply topical anesthetic
- Place and remove rubber dams
- Place or remove sedative dressings
- Remove surgical sutures
- Place and wedge matrices
- Dry endodontic canals with absorbent points

- Apply topical fluoride, after scaling and polishing by the supervising dentist or a registered dental hygienist

Perform other duties as assigned, demonstrating flexibility and willingness to do extra work as needed on an interim basis

CUSTOMER CARE: A core value of Mountain Valleys Health Centers' is our dedication to high-quality customer care. As a Community Health Center, our patients are our vitality; therefore, every patient will be treated accordingly.

At MVHC a customer is defined as but not limited to a patient, vendor, contractor, granting agency, community business, and employee. Customers will be treated with the utmost dignity and respect regardless of their socio-economic status, insurance type, job position, and/or race, etc. Discrimination is unacceptable and is grounds for immediate termination.

Every employee of MVHC will adhere to the Accountability Measures outlined either at the onset of employment or at the date of this signed job description. Should these expectations not be upheld, the employee understands that disciplinary action will be taken which could lead to immediate termination.

By signing this job description, the employee commits to providing the highest quality customer care and will strive to make each patient feel as though they are the only one.

PHYSICAL REQUIREMENTS: Frequent: sitting, standing and walking, reading, pulling, repetitive motion of hands, fine and gross manipulation, up/down and side/side hand motion, lifting and moving objects up to 30 lbs, exposure to bodily fluids, independent problem solving. Constant: listening, speaking in person or on the phone, close eye work, working with public and staff.

EMPLOYEE ACKNOWLEDGEMENT: I have read my job description and understand its contents. I agree to perform the duties and responsibilities with the highest standards. If at any time I have questions about its contents, I will discuss with my supervisor for clarification.

Employee Signature

Date